

**TOWN OF LONG LAKE, WASHBURN COUNTY
MONTHLY BOARD MEETING**

Tuesday, April 12, 2022, at 6:00 p.m.

Town Hall

N1584 County Highway MD, Sarona, WI

AGENDA

Call to Order by James Whitehead, Chairman
Pledge of Allegiance, Verification of Notices, Roll Call

1. Approval of Minutes from March 8, 2022, Regular Board Meeting.
2. Financial Report.
3. Public Input.
4. Approve Independent Contactors Agreement with Mike Houser.
5. Discussion on Town Roads.
6. Set date for Road Tour.
7. Update on Birchwood Four Corners Emergency Services fundraising and building.
8. Update from Wisconsin Towns Association District Meeting.
9. Reports of Town Officers
 - Debbie
 - Brenda
 - Greg
 - Dan
 - James
10. Correspondence.
11. Approve Vouchers for Payment.
12. Adjournment.

**TOWN OF LONG LAKE
BOARD MEETING MINUTES**

March 8, 2022

Town Hall

The regular monthly Town Board meeting was called to order at 6:00 p.m. Chairman James Whitehead, Supervisor I, Dan Lubensky, and Supervisor II, Greg Tinker were present along with Clerk, Debbie Bouma, and Treasurer, Brenda Drousseau.

BOARD MEETING MINUTES: Motion by Lubensky and second by Tinker to approve the minutes from February 8th, 2022, Regular Board Meeting as presented. Motion carried.

FINANCIAL REPORT: Motion by Tinker and second by Lubensky to accept the Treasurer's Financial Report as presented by the Treasurer. Motion carried.

PUBLIC INPUT: Scott Frolik stated that he would like a new town hall built.

CONSIDER/APPROVE ROBERT SAWCHUCK'S APPLICATION FOR VARIANCE: This was already approved by the Town Board last year but is again being brought to Washburn County as the County denied the variance at that time. Motion by Lubensky and second by Tinker to again approve the application for Variance for Robert Sawchuck. Motion carried. Dan Lubensky stated he will be attending the County meeting to offer the town support at that meeting.

REVIEW AND CONSIDER ESTIMATES FOR TOWN HALL IMPROVEMENTS: The Board reviewed the estimate. Chairman Whitehead met with the contractor to address concerns raised at the February board meeting. Motion by Whitehead and second by Lubensky to accept the estimate as presented for \$79,950 which includes the additional \$ 8000 for concrete work with one a month billing to ensure it stays within the budget. Motion carried.

CONSIDER /APPROVE UPDATED OPEN RECORDS FEES: The clerk showed receipts showing that the last two audio open records requests were not covered by the \$10 fee collected. Motion by Tinker and second by Lubensky to increase the open records audio fee to \$15 per request to cover the increased cost of materials and postage. Motion carried.

CONSIDER FEDERAL STP ROAD FUNDING: The clerk presented the new STP funding that will be available for the town to apply for the next four years. Motion by Tinker and second by Lubensky to move forward with the clerk applying for STP funding for Laundromat Road. Motion carried.

DISCUSSION ON TOWN ROADS: The board discussed the current road concerns. Plans will be made at the April Meeting to plan the annual road tour.

UPDATE ON BIRCHWOOD FOUR CORNERS EMERGENCY SERVICE DISTRICT FUNDRAISING AND BUILDING: The spaghetti dinner fundraiser the town helped to promote raised \$3000, which the funds were matched by Cleveland's fund. There will be a meeting coming up later this week to explain to the towns the portion of the building fund. We should have the information to bring to the Annual Meeting of the Electors next month.

UPDATE ON UPCOMING ELECTIONS AND THE NEW VOTING MACHINE: The clerk explained that due to a court decision we are unable to use the dropbox for returning absentee ballots and they must be mailed. The new ICE machine for voting was set up for the public to view and the clerk explained how it works. Also, that training has taken place with the election inspectors to ensure things go smoothly at the Spring Election.

ACCEPT CONTRACT EXTENSION FOR THE YEARLY AUDIT FROM TWO RIVERS ACCOUNTING: Motion by Tinker and second by Lubensky to accept the three-year contract extension from Town Rivers Accounting as presented. Motion carried.

SET DATE FOR THE ANNUAL MEETING OF ELECTORS: Motion by Lubensky and second by Tinker to set the Annual Meeting of Electors to April 19th, 2022, at 6 pm. Motion carried.

REPORTS OF TOWN OFFICERS:

Debbie: Long Lake had done its part in trying to open up the requested roads to ATVs with the Washburn County Highway department, but because it is a shared route with the town of Sarona it was turned down. The Town of Sarona had not adopted the County's Ordinance for ATVs. The County's meeting minutes are published for review of this decision. I would also like to point out how much James has stepped up in fulfilling his role as Chairman. We have accomplished a lot in the last few weeks and are moving forward on many projects.

Brenda: none

Dan: none

Greg: Would like to find out if the LRIP cost is going up due to the inflation rate.

James: The clerk and I have been setting up lots of meetings with people to ensure we are getting started on the right foot with contractors and the county offices. We have also begun the process of reviewing shared roads and I plan to meet with the chairman of these boards and try to but into writing the handshake agreements of the past. I am not looking to change any of them but just trying to ensure we are all working together for the best of the communities.

CORRESPONDENCE: Correspondence was on the table for Board members to review and will be kept with the clerk's meeting records.

VOUCHERS: Motion by Tinker and second by Lubensky to pay vouchers #5733-5760 and the EFT. Motion carried.

ADJOURNMENT: On a motion from Whitehead and second by Lubensky the meeting was adjourned at 7:15 p.m. Motion carried.

An audio recording of these minutes will be kept on file at the Town Hall or the clerk's home.

Respectfully submitted by

Debbie Bouma, Town Clerk

Monthly Financial Report

**Town of Long Lake
Financial Report**

March, 2022

Balance General Fund (Date)	\$	191,441.34	
Deposit	\$	2,008.23	
Interest	\$	27.99	
Transferred from Tax Account	\$	140,842.27	
Transferred to Dog Fees	\$	<u>(245.00)</u>	
Total	\$	334,074.83	
Expenses	\$	<u>(19,362.95)</u>	
Balance Regular Account (date)	\$		314,711.88

Investments

Money Market Account	\$	216,102.16	
Interest	\$	<u>-</u>	
Total			\$ 216,102.16
Recreation Project	\$	24,278.94	
Interest	\$	<u>-</u>	
Total			\$ 24,278.94
Building & Equipment CD	\$	49,191.46	
Interest	\$	<u>-</u>	
Total			\$ 49,191.46
Boat Launch Permits	\$	-	
Total			\$ -
Dog License Fees	\$	721.00	
Trans. From General Fund	\$	<u>245.00</u>	
Total			\$ 966.00
Tax Account	\$	140,856.04	
Transferred to General Fund	\$	<u>(140,842.27)</u>	
Total			\$ 13.77
ARPA Local Recovery Fund	\$	32,980.56	
Interest	\$	2.80	
Total			\$ 32,983.36
Total Investments			\$ 323,535.69

Summary

General fund	\$	314,711.88	
Investments	\$	<u>323,535.69</u>	
Grand Total (date)	\$		638,247.57

- 185.00 check written after meeting
638,062.57

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			200,949.17
Checks and Payments	31	Items	-22,431.72
Deposits and Other Credits	6	Items	142,850.50
Service Charge	0	Items	0.00
Interest Earned	1	Item	27.99
Ending Balance of Bank Statement:			321,395.94

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			321,395.94
Checks and Payments	12	Items	-6,684.07
Deposits and Other Credits	2	Items	0.01
Register Balance as of 3/31/2022:			314,711.88
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			314,711.88

checking
4/7/2022

Uncleared Transaction Detail up to 3/31/2022

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
2/12/2018	DEP	Taxpayers	#3404	Taxes:Gen. Prop. Tax ...		-0.01
2/12/2020	5178	Mike Houser		Public Works:Roads:C...		-600.00
3/11/2020	5208	Mike Houser		Public Works:Roads:C...		-440.00
8/12/2020	5305	Staupe Computers	clerk	General Gov.:Office E...		-90.00
5/12/2021	5526	Two Rivers Accounting LLC	Audit	General Gov.:Account...		-1,000.00
9/15/2021	EFT	United States Treasury		General Gov.:FICA		-468.34
9/15/2021	5611	Diane Heinrich		General Gov.:Salary		-23.09
12/15/2021	5672	First Responder		Public Safety:First Res...		-2,000.00
3/9/2022	5739	Steve May		General Gov.:Election		-30.00
3/9/2022	5741	Diane Heinrich		General Gov.:Salary		-75.00
3/9/2022	5750	Integrity Building Services	Cleaning	General Gov.:Town Pr...		-74.00
3/9/2022	5759	Washburn Co Treas		Public Works:Roads:M...		-1,883.63
Total Uncleared Checks and Payments				12 Items		-6,684.07
Uncleared Deposits and Other Credits						
12/13/2017	4111	Void				0.00
11/30/2018		Error	#3533			0.01
Total Uncleared Deposits and Other Credits				2 Items		0.01
Total Uncleared Transactions				14 Items		-6,684.06

Trial Balance

Fiscal Year: **2022** Month: **3**

Account	Group	Description	Type	Month 3 DB	Month 3 CR	YTD Debits	YTD Credits
11010	BNK	Checking Account (General Fund)	Asset		-17,508.93	638,062.57	
Count: 1			Asset		-17,508.93	638,062.57	
Totals:					-17,508.93		638,062.57

Account	Group	Description	Type	Month 3 DB	Month 3 CR	YTD Debits	YTD Credits
21511	UNL	Social Security Taxes Payable	Liability		-2.46		-253.16
21512	UNL	U.S. Withholding Taxes Payable	Liability			370.26	
21514	UNL	Medicare Taxes Payable	Liability	2.46			-81.40
24310	UNL	County Apportionment of Taxes	Liability			517,906.86	
24330	UNL	Dog License Fees	Liability		-245.00		-291.00
24610	UNL	Rice Lake schools	Liability			1,102,619.75	
24611	UNL	Spoooner Schools	Liability			222,495.12	
24630	UNL	Wi VTAE District	Liability			43,149.30	
26101	UNL	Taxes Collected	Liability	829.68			-106,002.63
26101-01	UNL	Real Estate Taxes Collected	Liability		-1,531.85		-1,886,299.01
26101-02	UNL	Personal Property Taxes Collected	Liability				-962.63
26101-04	UNL	R.E. Tax Overpaid-To Refund	Liability	3,170.81		2,120.70	
26101-05	UNL	Tax Collected MFL Open	Liability				-261.95
26101-06	UNL	Tax Collected MFL Closed	Liability				-31,207.19
26101-10	UNL	Special Charges	Liability		-15.00		-15.00
Count: 15			Liability	4,002.95	-1,794.31	1,888,661.99	-2,025,373.97
Totals:					2,208.64		-136,711.98

Account	Group	Description	Type	Month 3 DB	Month 3 CR	YTD Debits	YTD Credits
34300	UNF	Unreserved and Undesignated Fund Balance	Capital				-552,378.86
Count: 1			Capital				-552,378.86
Totals:							-552,378.86

Account	Group	Description	Type	Month 3 DB	Month 3 CR	YTD Debits	YTD Credits
41113	RAC	Delinquent P.P. Retained	Revenue		-24.38		-24.38
43531	RHW	State Grant-Locl Trns Ai	Revenue				-24,879.68
43620	RJG	In Lieu of Taxes on State Conservation Lands	Revenue				-50.90
44110	RLD	Liquor and Malt Beverage License	Revenue		-152.00		-339.00
44111	RLG	Operator Licenses	Revenue		-40.00		-220.00
44900	RMU	Other Regulatory Permits and Fees	Revenue	185.00			-25.00
48110	SBW	Interest Income	Revenue		-30.79		-205.75
Count: 7			Revenue	185.00	-247.17		-25,744.71
Totals:					-62.17		-25,744.71

*Check for
w/after
meeting*

Account	Group	Description	Type	Month 3 DB	Month 3 CR	YTD Debits	YTD Credits
51110	DAE	Board Salaries/FICA	Expense	1,381.02		3,596.06	

Trial Balance

Sorted By: **Account Number**
 Selection: **Active Accounts Only**

Fiscal Year: **2022** Month: **3**

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51110-02	DAG	Board Expenses	Expense	206.20		361.08	
51110-15	DAE	Board & Commission Dues & Registrations	Expense			120.00	
51400	DAR	General Administration	Expense	92.35		134.92	
51400-01	DAS	legal ads	Expense	33.00		66.00	
51420	DAW	Clerk	Expense	1,223.52		3,670.56	
51420-02	DAZ	Clerk Expenses	Expense	233.74		762.32	
51420-05	DBG	Computer Exp. & ETC.	Expense	241.78		569.59	
51430	DBK	Personnel	Expense			65.00	
51440	DBO	Election Wages	Expense	292.50		382.50	
51440-02	DBR	Election Expenses	Expense	752.43		770.57	
51520	DCL	Treasurer	Expense	598.99		1,796.97	
51520-02	DCO	Treasurer Expenses	Expense	375.59		955.04	
51530	DCS	Assessment of Property	Expense	691.67		2,075.01	
51610	DDO	Town Hall Maintenance	Expense	108.24		182.24	
51610-02	DDO	Town Hall Expenses	Expense			300.00	
51610-10	DDO	Town Hall Utilities	Expense	590.07		910.47	
51910	DDW	Illegal Taxes, Tax Refunds, Uncollectible Taxes	Expense				-25.00
51938	DEN	Other Insurance	Expense			4,070.00	
52200	DFK	Fire Protection	Expense			21,748.67	
53311-01	DJA	sanding/snow removal	Expense	6,541.25		25,185.95	
53311-03	DJA	Brush/mow/tree maint	Expense			1,312.50	
53311-07	DJA	signs	Expense			160.00	
53311-08	DJA	culverts	Expense			2,106.46	
53311-09	DJA	Salt/Sand	Expense	1,883.63		5,044.10	
55400	DSA	Recreation Facilities	Expense	16.48		33.79	
55400-10	DSA	Boat Landings maint	Expense	100.00		418.18	

Count: 27

Expense	15,362.46		76,797.98	-25.00
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Totals:	15,362.46		76,772.98	
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Report 61 Totals:

Count: 51

Totals:	19,550.41	-19,550.41	2,603,522.54	-2,603,522.54
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Differences:				0.00
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Trial Balance Summary

	Month 3 Totals	YTD Totals		Month 3 Totals	YTD Totals
'1' Assets:	-17,508.93	638,062.57	'2' Liabilities:	2,208.64	-136,711.98
'5' Expenses:	15,362.46	76,772.98	'3' Capital:		-552,378.86
			'4' Revenues:	-62.17	-25,744.71
Assets + Expenses:	-2,146.47	714,835.55	Liab + Cap + Rev:	2,146.47	-714,835.55